

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>HOUSING AND REDEVELOPMENT AUTHORITY OF BENSON, MINNESOTA</u> PHA Code: <u>MN01400001</u> PHA Type <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>04/2010</u>					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>98</u> Number of HCV units: _____					
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia N/A PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
	PHA 1:				PH	HCV
	PHA 2:					
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The Benson HRA Goal is to ensure that healthy, safe, affordable, and adequately maintained housing is available for the residents of the Benson Community. In order to achieve this mission, we will: Recognize the residents as our customer; Seek problem-solving partnerships with the residents, community, and government leadership; Review and update policies on a regular basis and ensure policies are enforced; Act as an agent for positive necessary change, and remain committed to improve housing for the citizens of the City of Benson; and all this while we Efficiently apply limited resources. This will include the continuation at Park View Manor of converting the last 22 small units into 11 large more accessible and marketable units. This will also include the continuation of providing assisted living services to the residents in need along with the continuation of congregate dining for all residents.					
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. The Benson HRA has had a No Smoking Policy in effect since 2005 and will continue this for the health and safety of our mostly elderly, handicapped residents, of which at least 45% are using assisted living services. This also has reduced maintenance costs and will continue in the future. Forty Four of the units in Park View Manor (43 year old building) were to small and no longer marketable, therefore two of these smaller units were combined and converted into larger units which are more accessible for the residents and are now on demand as rental apartments in Benson. As funds become available we have been able to do convert two, three, or four units. The cost is \$40,000 + per finished conversion unit. We continue to advertise in the local newspaper and also a regional paper, occasionally advertise on the local radio station, put brochures in the clinics, Health care provider's facilities, churches, businesses. We are also on the internet and have had many contacts through the website. We also write a news article about our facilities, our buildings, resident activities, and upcoming activities, which is published every other week in the local paper. This creates lots of interest for former residents who are thinking of coming back to Benson as a final retirement place. We have had Assisted Living Services available for our residents since 1995 and will continue on with this service. We have had noon congregate meals available at a reduced cost partnering with Prairie V Community Action based in Montevideo since 1994 and will also continue this service for our residents. We also partner with the City of Benson for the meal service since the City Bus provides the pick -up of the bulk meals which are delivered to each building Park View Manor and Westwood Manor. We provide training for low income residents through the Federal Government Experience Works Program, through meal service or housekeeping services. One of our residents completed the program and was hired in a permanent position managing the Benson HRA's noon meal service at Westwood Manor. She continues to do this at the age of 90. We are continually looking for opportunities which will better the lives of our residents. We have been doing this in many different ways and will continue On with this process during the next five years. The Benson HRA applied for funds which were provided by MN Housing in 2007 for the replacement of the Windows at Westwood Manor. Our application also partnered with the City of Benson who provided 10% of the funds MN Housing gave us in a grant. With the \$150,000 grant from the State of Minnesota and \$15,000 provided by the City of Benson we were able to replace all the windows at Westwood Manor our 26 year old project with high energy efficient windows. This should provide a great energy savings for the future. This project was completed in July, 2009. The air handling system, new larger generator (to replace the one from 1985), exterior cleaning and painting of the seven story building, along with upgrading the parking lots at both buildings are all great needs. We continue to work on these projects with Capital Funds. We aim for perfection in maintenance and upkeep of our buildings. We will continue to move on with the conversion of the remaining 22 small units at Park View Manor into 11 larger more accessible and marketable units.					

	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. (a) – The replacement of the roof at WWM will now be completed with 2009 CFP Funds and is scheduled to be completed in 2010, along with the replacement of the unit door locks at WWM, if there are enough funds available. We were able to replace the windows at WWM with MN Housing Funds, plus 10 % matched by the City of Benson and some funds from the HRA Operating Budget.</p> <p>(b) The Annual and Five Year Plan are available for review at Benson City Hall, Benson Library, Community Room at Westwood Manor (WWM) and the Community Room at Park View Manor (PVM), and also at the Benson HRA Office. A Legal Notice had been put in the Swift County Monitor, concerning the availability of the plan and the date of the Hearing on the plan which is scheduled January 6th, 2010, at Park View Manor Community Room at 4:30 p.m.</p> <p>PHA Plan Elements:</p> <ol style="list-style-type: none"> 1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures – See Attached revised ACOP also see attachment B. which lists the updates made to the ACOP. 2. Financial Resources – The Benson HRA’s financial resources are the HUD Subsidized HRA Operating Budget and Capital Funds Plan. At times through a competitive basis additional funds may become available through the Federal Government and the State of Minnesota. The rents collected from the tenants are also a financial resource. 3. Rent Determination – See the attached ACOP for the statement of policies of the HRA governing rents charged for public housing, rent is 30% of the adjusted income or they may choose the Flat Rent which is (Market Rent) , NOTE - they must be eligible according to government guidelines. 4. Operation and Management – A statement if the rules, standards, and policies of the HRA are available at the HRA Office and some are included in the ACOP, with special note given to the revision of the prevention or eradication of pest infestation involving cockroaches and now also include bed bugs. The following policies have also been revised in 2009 and are included in the plan: Equal Opportunity-Affirmative Action – Fair Housing Policy; Emergency Policy, Internal Control Procedures, Capitalization Policy, Funds Transfer Policy, Pest Control Policy, Grievance Procedures, and Procurement Policy. 5. Grievance Procedures – Note the revisions to the Grievance Procedures in the enclosed ACOP, also see noted changes on Attachment B. 6. Designated Housing for Elderly and Disable Families – the Benson HRA gives <u>first priority</u> to elderly handicapped or disabled applicants. There are no units that are designated for occupancy only for elderly, handicapped, or disabled. The Benson HRA is in compliance with the number of handicapped units that are required in each building. 7. Community Service and Self-Sufficiency – See the policies in the attached ACOP, also see section 5.2 of this plan, Appendix F to ACOP, and the Procurement Policy which addresses Section 3, the requirement is include in each contract. 8. Safety and Crime Prevention - The Benson HRA has secure buildings with a telephone entry system, high security locks, alarms monitor the exits which are not normally used by the residents; we have a coffee with the Cops Program where the policy dept. comes to PVM once a month to discuss crime issues, and meets with the WWM residents twice a year for the same purpose. We also have a contract with the Local Police Dept. that they will share information with the HRA if it involves a resident. The Police Dept. also uses the seventh floor balconies as a look-out point on occasion. The Emergency Plan addresses terrorism, disturbances, and demonstrations. See attached Emergency Plan. Assisted Living has staff on site 24 hours per day and we also have live in caretakers at each building. These are great deterrents for criminals. 9. Pets – See pet policy in attached ACOP. 10. Civil Rights Certification – The Benson HRA certifies that it examines our programs to identify any impediments to fair housing choice, see ACOP and also Appendix F – Equal Opportunity Affirmative Action and Fair Housing Policy and also note additional amendments to the Grievance Procedure Appendix E, Admission Hearing Procedure and assures the annual plan is consistent with the Consolidated Plan for the City of Benson. This Housing was established 44 years ago to provide affordable, safe, and secure housing for the elderly, handicapped, and disabled, singles and families. All of the units are one bedroom units. See attached Civil Rights Certification. 11. Fiscal Year Audit - see attached audit for FYE 3/2009 12. Asset Management - The Benson HRA will carry out its asset management functions in compliance with procurement policies, and will maintain the two properties Park View Manor and Westwood Manor making the necessary repairs and improvements as efficiently as possible with the limited financial resources. The Benson HRA was exempt from the requirement to comply with the HUD Directed Asset Management Program. See attached 5 year goals for the projects. 13. Violence Against Women Act (VAWA) – see attachments in the ACOP. We are a small HRA, the average age of our residents is 82, and do not run any special programs, we do have a cooperative agreement with Swift Co. Social Services who we can contact to provide counseling to any of the residents if they are victims of domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>The Benson HRA is not involved in any of these programs and will not convert any of our housing to Tenant-Based Assistance.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. See attached HUD-50075.1 for the CFP Years 2009 and 2010</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. <i>See attached Five Year Action Plan items included are conversion of smaller to larger units, replace roof, resurface parking lots, replace flooring, unit locks, update elevators, resurface exterior panels PVM, etc.</i></p>

8.3	Capital Fund Financing Program (CFFP). Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. No
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.
9.1	Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. We have units available for immediate housing. We work through the application process as quickly as possible, so we can offer the unit. We are combining apartments because applicants feel they are too small and will not rent the units at Park View, we are also hearing this as some applicants view the apartments at Westwood Manor. We provide many programs, including assisted living services, we have many social activities, cards, bingo, dinners, wheel of fortune, movies, homemade pie served monthly, and other games and activities. We have garden plots, cookouts. We advertise in the paper and on radio. The conversion of units has helped immensely.
10.0	Additional Information. Describe the following, as well as any additional information HUD has requested. (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. All Management and Occupancy Policies are reviewed annually and changes are made to the ACOP as mandated by HUD. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification." There have been no deviations in the plan other than the need to address the small units at Park View Manor which were no longer marketable, thus the conversion project of the units combining 2 small units into one large unit. There were 44 such units and we now have 22 more units to convert into 11 large units. This is also continuing in the five year plan as funds are available. The Criteria for Substantial Deviations is a Significant Amendment or Modification is a change in PHA Plans or policies that require formal approval by the HRA Board of Commissioners. This is defined by the Benson HRA to mean discretionary changes in the plans or Policies of the Benson Housing Authority that fundamentally changes the Mission, Goals, Objectives, or Plans of the Benson HRA and this also requires the formal approval of the Board of Commissioners. It is a decision made by the Board of Commissioners to change the PHA's Mission Statement, Goal, or Objective identified in the 5-year Plan. It also is when Goals or objectives are changed that affect the Residents or have a Significant Impact to the PHA's Financial Situation.
11.0	Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office. (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)

INDICATE WHETHER THIS SUBMISSION IS FOR AN ANNUAL AND FIVE YEAR PLAN, ANNUAL PLAN ONLY, OR 5-YEAR PLAN ONLY.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website